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NAVENVIRHLTHCENINST 6100.1D
PH
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NAVENVIRHLTHCEN INSTRUCTION 6100.1D

From: Commanding Officer, Navy Environmental Health Center

Subj: HEALTH PROMOTION PROGRAM

Ref: (a) OPNAVINST 6100.2
(b) OPNAVINST 6110.1H
(c) Civilian Human Resources Manual, Subchapter 792.4
(d) DoD Directive 1010.10
(e) OPNAVINST 5100.25A

Encl: (1) The Physical Activity Readiness Questionnaire

1. Purpose. To provide implementation guidance for a Health Promotion Program at Navy Environmental Health Center (NEHC), Portsmouth, Virginia, and Echelon Five field activities.

2. Cancellation. NAVENVIRHLTHCENINST 6100.1C.

3. Scope. This instruction applies to all military and civil service personnel assigned to NEHC and its field activities. It is not applicable to individuals performing work in a contractor position.

4. Background. Per reference (a), half of all deaths and illnesses in the United States relate directly to unhealthy lifestyle habits, primarily poor diet, lack of exercise, alcohol abuse, tobacco use, and unmanaged stress. The goal of any health promotion program is to improve and maintain the highest levels of corporate productivity by identifying and reducing health risks and accommodating any disabilities.

5. Policy. NEHC will allow staff members to participate in a comprehensive wellness program based on current medical evidence and employee needs and interests. The program will be a multi-faceted compilation of command-sponsored individual and organizational health awareness campaigns and interventions designed to improve or protect health and optimize employee work performance. Each staff member will be given the opportunity to assess his or her own health status annually by completing the online anonymous Fleet Health Risk Appraisal (HRA), and will be

offered the opportunity to learn about healthy lifestyle habits and behaviors that positively affect their health. All civil service employees participating in the Command Health Promotion Program are also encouraged to complete the Physical Activity Readiness Questionnaire (PAR-Q), enclosure (1), annually. They should also consult their primary care provider before starting a new vigorous exercise program, or if they have health concerns identified after completing the PAR-Q.

a. Command sponsored health promotion programs are defined as awareness, education, motivational, and intervention level programs designed to maintain and/or improve employee health. Sample programs may include: providing influenza vaccine; programs, classes or individual counseling that address tobacco cessation; stress management; weight management; nutrition education; injury prevention; alcohol and drug abuse prevention; participation in individual exercise programs at Naval Medical Center Portsmouth (NMCP) physical fitness facilities or other areas within the command compound; and cancer and other health screenings, such as those for cholesterol, blood pressure, or blood sugar level for diabetes.

b. To effect this policy, the commanding officer will establish a multidisciplinary Health Promotion (HP) committee. The committee shall consist of a representative from each department, the Health Promotion Program Coordinator, the Command Fitness Leader, the Drug and Alcohol Program Advisor, the Safety Officer, a representative from the command Morale Welfare Recreation/Quality of Life (MWR/QOL) committee, and a command epidemiologist.

c. Military staff members are expected to meet established standards of physical readiness and body weight requirements as delineated in reference (b). They shall participate in a minimum of three exercise sessions per week of moderate and moderately high intensity physical conditioning of at least 40 minutes in length, exclusive of lunch periods, to allow for proper warm-up and cool-down and consist of at least 20-30 minutes of continuous aerobic activity. In addition, military personnel are strongly encouraged to participate in all command sponsored health promotion activities.

d. Civil service personnel also are encouraged to pursue an optimal level of personal wellness through participation in command sponsored health promotion activities. Consistent with

reference (c), civil service personnel are authorized up to three hours per week (non-accumulative) duty time (when requested by the employee and approved by the supervisor) for participation in command-sponsored health promotion activities as listed in paragraph 5.a.

e. However, programs or activities conducted off the command compound are not considered a command sponsored activity. In such cases, excused absence will not be granted to allow a civilian employee to participate in an individual exercise program. To the extent that is practical, a civilian employee's request for work schedule and leave adjustment (use of credit hours or annual leave) may be accommodated in order to allow the employee to participate in an individual exercise program that does not meet this criteria.

f. During Temporary Additional Duty (TAD) periods, physical conditioning shall be performed in accordance with the guidance above and scheduled in such a manner that it does not conflict with the mission of the temporary duty. Any expenses associated with TAD conditioning activities are the responsibility of the traveler.

6. Responsibilities

a. Commanding Officer, NEHC shall:

(1) Appoint a Health Promotion Program Coordinator.

(2) Set a personal example through active participation in wellness activities and adapting healthy lifestyle choices.

(3) Ensure programs are established in compliance with this instruction and with guidance and/or directions from higher-level authorities.

(4) Appoint, via the Collateral Duty Notice, all individuals selected for membership on the command Health Promotion Committee.

(5) Support NEHC personnel participation in a command sponsored health promotion program by authorizing a 12 month program from January 01 to December 31. An annual review by the Health Promotion Program Coordinator will provide the commanding officer with status report of current year's program and

recommendations for continuation of the program in the succeeding year.

b. Echelon Five commanding officers and officers in charge shall:

(1) Appoint a Health Promotion Program Coordinator who will oversee a comprehensive wellness program to Echelon Five staff members.

(2) Set a personal example through active participation in wellness activities and adopting healthy lifestyle choices.

(3) Support participation in command sponsored health promotion program activities in accordance with command policy and guidelines set forth in reference (c).

c. The Command Health Promotion Program Coordinator shall:

(1) Coordinate a comprehensive, systematic approach to health promotion through need and interest-based awareness, educational motivation, and intervention activities by working with members of the Health Promotion Committee and Echelon Five Health Promotion Program Coordinators.

(2) Evaluate annually the command health promotion program and provide a status report to the commanding officer.

(3) Act as a liaison between NEHC staff and other military community resources for issues related to the health of NEHC personnel.

(4) Chair the NEHC Health Promotion Committee.

(5) Coordinate, as needed, with the Command Fitness Leader, Drug and Alcohol Program Advisor, Safety Officer, MWR/QOL Committee, Echelon Five Command Health Promotion Program Coordinators, and other offices and directorates to promote the health of all NEHC personnel.

(6) Recruit individuals who are committed and health-conscious for membership on the Health Promotion Committee.

d. Echelon Five Health Promotion Program Coordinators shall:

(1) Act as a liaison between the NEHC Command Health Promotion Coordinator and the Echelon Five staff in offering a comprehensive health promotion program that may include need and interest-based awareness or educational, motivation and intervention activities to promote the health of all Echelon Five personnel.

(2) Evaluate the Echelon Five Health Promotion program activities and provide a status report annually to the NEHC Command Health Promotion Coordinator.

e. Health Promotion Committee members shall:

(1) Work with the Command Health Promotion Program Coordinator in conducting a comprehensive Health Promotion Program that supports the achievement of the Department of Health and Human Services' Healthy People 2010 Goals and Objectives, placing special emphasis on the Leading Health Indicators, as listed in reference (d), which include:

- (a) Tobacco Use
- (b) Physical Activity
- (c) Overweight and Obesity
- (d) Responsible Sexual Behavior
- (e) Mental Health
- (f) Substance Abuse
- (g) Environmental Quality
- (h) Injury and Violence
- (i) Immunizations
- (j) Access to Health Care

(2) Attend or send an alternate to all Health Promotion Committee meetings called by the chairperson.

(3) Serve as liaison between the committee and the personnel in their directorate for ongoing, two-way communication concerning health promotion activities.

(4) Actively participate in developing, executing and assessing health promotion initiatives conducted at the command.

f. Supervisors shall:

(1) Recognize that employee participation is voluntary, but will ensure employees are allowed to participate in program activities at a level commensurate with workload and staffing requirements.

(2) Coordinate and support schedules of program participants to account for the individual employee's time, in accordance with guidelines established by this instruction.

(3) Ensure an authorized employee's duty time is documented on his/her time card, using the designated Job Order Number for the Command Health Promotion Program. Supervisors may revoke participation if any abuses are noted and not corrected immediately.

(4) Administratively adjudicate Federal Employees' Compensation Act (FECA) claims filed by civil service employees injured as a result of an approved physical conditioning program in accordance with any applicable directives. All FECA claims filed as a result of participation in a health and wellness program are subject to final adjudication and decision as to coverage and benefit amounts by the Office Workers' Compensation Programs (OWCP) at the Department of Labor. An employee who has been granted work duty-time to participate in any health promotion activities as described in paragraph 5.a. of this instruction is in a duty status, and, therefore, covered by FECA benefits.

g. All personnel participating in the command's Health Promotion Program shall:

(1) Be familiar with the provisions of this directive.

(2) Wear personal protective equipment as appropriate for their activity as prescribed in reference (e).

(3) Be aware that he/she is ultimately responsible for his or her own lifestyle choices.

(4) Assistance should be requested from the Health Promotion Program Coordinator or committee representative as needed to achieve overall wellness.

A handwritten signature in black ink, appearing to read 'W. R. Stover', with a stylized, cursive script.

W. R. STOVER

Distribution: VI, VIII, IX, X

The Physical Activity Readiness Questionnaire (PAR-Q)

Becoming more active is very safe for most people, but if you're in doubt, please complete the questionnaire below. Some people should check with their health care provider before they start becoming much more physically active. Start by answering the seven questions below. If you are between the ages of 15 and 69, the PAR-Q will tell you if you should check with your health care provider before you start increasing your physical activity. If you are over 69 years of age, and are not currently very active, definitely check with your health care provider first.

1. Has your doctor ever said that you have a heart condition and that you should only do physical activity recommended by a doctor?
2. Do you feel pain in your chest when you do physical activity?
3. In the past month, have you had chest pain when you were not doing physical activity?
4. Do you lose your balance because of dizziness or do you ever lose consciousness?
5. Do you have a bone or joint problem that could be made worse by a change in your physical activity?
6. Is your doctor currently prescribing drugs (for example, water pills) for your blood pressure or heart condition?
7. Do you know of any other reason why you should not perform physical activity?
8. If you answered YES to one or more questions, talk with your health care provider before significantly increasing your physical activity.
9. If you answered NO to all questions, you can be reasonably sure that you can start becoming more physically active right now. Be sure to start slowly and progress gradually just to be safe.

10. Delay increasing your activity level if:

a. You are not feeling well because of a temporary illness such as a cold or a fever - wait until you feel better.

b. You are or may be pregnant - talk to your health care provider before you start.

Note: If your health changes so that you then answer YES to any of the above questions, ask for advice from your fitness or health professional.